



COMPUTER SERVICE REQUEST FORM

School-supported computer service requests are for problems related to school use of computers. Please try to be as specific and detailed as possible describing the problem.

Upon request and if time is available, a home-related problem may be addressed at the expense of the parent, not the school. If repeated service requests are made for the same problem because of user error, then the user is responsible for the time and costs of repair.

DATE: _____

NAME: _____

EMAIL: _____

COMPUTER NAME: _____

COMPUTER SERIAL NUMBER#: _____

Type of Problem:

- Network / Internet Connection
- Software
- Hardware
- Administrative/Teacher Software
- Request for software installation
- Other

Please give a complete description of the specific problem, concern or request that you have. You may also type out your description on a separate MS Word document and staple that document to this one for clarity or more room. Thank you.

Date Received: